English Studies

COURSE INFORMATION
# TABLE OF CONTENTS

Course Information ........................................................................................................ 1  

Tuition Fees  
Course Starting Dates  
Public Holidays  
OSHC (Overseas Student Health Cover)  
Student Accommodation  
Excursions  
Sample Student Timetable  

General English ............................................................................................................. 3  

Business English .......................................................................................................... 4  

Cambridge Certificate Preparation ................................................................................. 5  

Preparation for IELTS ..................................................................................................... 6  

Placement Levels .......................................................................................................... 6  

Terms and Conditions of Enrolment ............................................................................... 7  

Student Application Form .............................................................................................. 8  

Contact Details .............................................................................................................. 9
2011 Course Information

ENROLMENT FEE
All courses require an enrolment fee of $100.00
All fees are Australian Dollars

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FULL TIME TUITION FEE</th>
<th>DURATION</th>
<th>TEXT BOOKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>General English</td>
<td>$250 per week</td>
<td></td>
<td>$10 per week</td>
</tr>
<tr>
<td>Preparation for IELTS</td>
<td>$245 per week</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business English</td>
<td>$240 per week</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cambridge Certificate Preparation</td>
<td>$235 per week</td>
<td>12 weeks</td>
<td>$250</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Courses start every Monday (Tuesday if Monday is a Public Holiday)
For preferred starting dates, please see the Course Starting Dates below.

Books: $10 per week

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DURATION</th>
<th>TEXT BOOKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>General English</td>
<td></td>
<td>$10 per week</td>
</tr>
<tr>
<td>Preparation for IELTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business English</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cambridge Certificate Preparation</td>
<td></td>
<td>$250</td>
</tr>
</tbody>
</table>

2011 COURSE STARTING DATES
10 Jan  7 Feb  7 Mar  4 Apr  3 May  6 June  11 July  1 Aug  5 Sept  3 Oct  7 Nov  5 Dec

2011 PUBLIC HOLIDAYS
3 Jan  26 Jan  22 Apr  23 Apr  25 Apr  2 May  13 June  17 Aug  26 Dec  27 Dec

ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>TERM</th>
<th>TERM DATES</th>
<th>HOLIDAY PERIOD</th>
</tr>
</thead>
</table>

OVERSEAS STUDENT HEALTH COVER

<table>
<thead>
<tr>
<th>Length of policy</th>
<th>Single</th>
<th>Family</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 3 months</td>
<td>$105.00</td>
<td>$210.00</td>
</tr>
<tr>
<td>Up to 6 months</td>
<td>$210.00</td>
<td>$420.00</td>
</tr>
<tr>
<td>Up to 9 months</td>
<td>$315.00</td>
<td>$630.00</td>
</tr>
<tr>
<td>Up to 12 months</td>
<td>$420.00</td>
<td>$840.00</td>
</tr>
</tbody>
</table>

Health Cover is provided by Bupa OSHC. All premiums include GST, are in Australian dollars and may be subject to change.

ACCOMMODATION

<table>
<thead>
<tr>
<th>TYPE</th>
<th>PRICE ($AU)</th>
<th>PROVIDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homestay</td>
<td>$210 p/wk</td>
<td>3 Meals/day &amp; Utilities</td>
</tr>
<tr>
<td>Share Accommodation</td>
<td>$150-250 p/wk</td>
<td>Price includes an estimation of food and utilities costs.</td>
</tr>
</tbody>
</table>

Accommodation requires a $100 placement fee and additional nights for home-stay accommodation is $30 per night.

EXCURSIONS (optional)
Optional excursions to different locations around the Brisbane area available fortnightly on Saturdays.
COST: Approx. $50 (this price may vary depending on destination)
**SAMPLE TIMETABLE**

<table>
<thead>
<tr>
<th>DAY/TIME</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30am – 10:00am</td>
<td>ENGLISH</td>
<td>ENGLISH</td>
<td>ENGLISH</td>
<td>ENGLISH</td>
<td>ENGLISH</td>
</tr>
<tr>
<td>10:00am – 10:15am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:15am – 11:30am</td>
<td>ENGLISH</td>
<td>ENGLISH</td>
<td>ENGLISH</td>
<td>ENGLISH</td>
<td>ENGLISH</td>
</tr>
<tr>
<td>11:30am – 11:45am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:45am – 1:00pm</td>
<td>ENGLISH</td>
<td>ENGLISH</td>
<td>ENGLISH</td>
<td>ENGLISH</td>
<td>ENGLISH</td>
</tr>
</tbody>
</table>

*The sample timetable is subject to change*

Students studying ELICOS courses in Australia on a student visa are required by law to attend 80% of all classes. It is **mandatory that students attend 20 hours of lessons per week.**

**BC** is under an obligation to report to the **Department of Immigration and Citizenship (DIAC)** any students who do not attend the required number of lessons without a reasonable explanation. Exemptions can be made for sickness where a Doctor’s certificate is provided.
GENERAL ENGLISH

Elementary Level
Course Length: 4 - 12 weeks

Students in the Elementary Level have studied English before, but they need more practice and more confidence. Students entering this course usually do so with the general goal of improving their reading, writing, listening and speaking skills for use in daily life. You will finish this level with a strong, basic English ability.

Pre-Intermediate Level
Course Length: 4 - 12 weeks

The Pre-Intermediate Level class focuses on participation in many class activities where you practice new language structures in real life situations. Students entering this course usually do so with the general goal of improving their reading, writing, listening and speaking skills for use in daily life. Students will improve their competency where all skills are combined. This course also contains a wide range of genres for students to practice, and therefore students will understand how English is used in a multitude of social contexts.

Intermediate Level
Course Length: 4 - 12 weeks

Intermediate Level students take a significant step up in the level of language that they learn. This level is very challenging, and a strong grasp of basic communication skills, grammar and vocabulary is very important. Students entering this course usually do so with the general goal of improving their reading, writing, listening and speaking skills for use in daily life. Students will be able to read and write more complex texts from a wide range of contexts.

Upper-Intermediate Level
Course Length: 4 - 12 weeks

The Upper Intermediate Level involves a significant change in the communication skills, grammar and vocabulary learned at the Intermediate Level. Here, students are challenged through the practical application of advanced language structures. This will involve active participation in classroom discussions of various topics as well as the opportunity for students to extend the use of their language skills beyond everyday conversations.

Advanced Level
Course Length: 4 - 12 weeks

The Advanced Level follows on from the language learned at the Upper Intermediate Level. With extra attention focused on polishing your mastery and fluency of higher level language structures. At the Advanced Level, students language skills are tested in real life work situations. Students entering this course usually do so with the general goal of improving their presentation skills, thinking and problem solving skills.
BUSINESS ENGLISH

Intermediate

Course Length: 4 - 24 weeks

Description
The Intermediate level Business English course is suited to students who wish to improve their English skills for working in a business environment. The course gives students practice in reading and writing business correspondence, and also challenges students' problem solving and communication skills in a business context. During the course students will develop their skills in dealing with figures, starting presentations, taking part in meetings, managing meetings, negotiating, making arrangements on the telephone, socialising - introduction and networking, social English, problem-solving, decision making and presentation techniques.

Entry Requirement
The pre-requisite for entering this course is either the satisfactory completion of General English at Intermediate (GE3) or an IELTS practice test score of above 4.5 or undergo the BCE placement test.

Upper-Intermediate

Course Length: 4 - 24 weeks

Description
The Business English - Upper Intermediate course is suited to students who wish to improve their professional Business English skills. The course gives students advanced practice in reading and writing business correspondence, and also demands a high level of problem solving and communication skills in a business context. During the course students will develop their skills in problem solving on the phone, brainstorming, networking, negotiating, handling difficult situations, reaching agreement, making presentations, summarising in presentations, resolving conflict, active listening, asking and answering difficult questions, and putting people at ease.

Entry Requirement
The pre-requisite for entering this course is either the satisfactory completion of General English at Upper Intermediate (GE4) or an IELTS practice test score of above 5.0 or undergo the BCE placement test.
CAMBRIDGE CERTIFICATE PREPARATION

About Cambridge Examinations
Cambridge exams are a set of papers based on real life situations, which test how well the person sitting the exam uses the English language. Each test is returned to the University of Cambridge for marking and assessment, except for the speaking exam, which is conducted by locally based examiners. There are 4 levels of Cambridge exams, these are; the Preliminary English Test (PET), First Certificate in English (FCE), Certificate in Advanced English (CAE) and Certificate of Proficiency in English (CPE). They vary in difficulty level from intermediate (PTE) to very advanced (CPE). The certificates awarded for successful completion of these exams are recognised around the world as proof of the person's level of English.

Cambridge First Certificate in English (FCE) Preparation

Course Length: 12 weeks

Description
The Cambridge First Certificate in English (FCE) is an upper intermediate level exam, which is recognised by employers and many universities and educational institutions throughout the world as proof of intermediate level English skills, and accepted as meeting part of their entrance requirements.

The course is designed to prepare students to sit the Cambridge FCE exam, and will focus on each of the 5 areas that make up the exam, these are reading, writing, use of English, listening, and speaking. The outcomes of the course for the learner include; advanced vocabulary usage, pronunciation and grammar skills, spontaneous conversation skills in a wide range of contexts, reading complex texts and understanding the writing purpose for everyday contexts. The pre-requisite for entering this course is either the satisfactory completion of General English Intermediate (GE3), an IELTS score of 4.5 or undergo the BCE placement test.

Cambridge Certificate in Advanced English (CAE) Preparation

Course Length: 12 weeks

Description
The Cambridge Certificate in Advanced English is an advanced level exam. This certificate is recognised throughout the world and seen by many institutions of higher education as proof of adequate language skills for courses taught and assessed in English.

The course is designed to prepare students to sit the Cambridge CAE exam, focusing on each of the 5 areas that make up the exam, these are reading, writing, use of English, listening, and speaking. The outcomes of the course for the learner include; advanced vocabulary usage, pronunciation and grammar skills, spontaneous conversation skills at an advanced level, understanding the writing purpose for everyday contexts and the ability to read advanced and complex texts. The pre-requisite for entering this course is either the satisfactory completion of General English Upper Intermediate (GE4), an IELTS practice test score of 5.0 (or above) or undergo the BCE placement test.
Preparation for IELTS

Course Length: 4 - 24 weeks

Description
Students entering this course usually do so with the general goal of improving their reading, writing, listening and speaking skills for academic purposes, and to reach an appropriate IELTS score for the purposes of entering a university in Australia, or immigration to an English speaking country.

Entry Requirement
The pre-requisite for entering this course is either the satisfactory completion of General English at Intermediate (GE3) or an IELTS practice test score of above 4.5. A score of above 4.5 has been set to allow students unfamiliar with IELTS or of a lower-level English ability the opportunity to increase their competence and reach a band level of 6.5 or above.

Placement Levels
Your placement in the below levels is determined by a paper test and oral interview when you enter the school. Level placement is based on your knowledge of English and on your ability to communicate. These scores below are approximate:

<table>
<thead>
<tr>
<th>Level</th>
<th>TOEIC</th>
<th>IELTS Scores</th>
<th>TOEFL</th>
<th>(CBT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced</td>
<td>750 – 900</td>
<td>6 – 9</td>
<td>580 – 680</td>
<td>250 - 300</td>
</tr>
<tr>
<td>Upper Intermediate</td>
<td>650 – 750</td>
<td>5 – 6</td>
<td>525 – 580</td>
<td>195 - 250</td>
</tr>
<tr>
<td>Pre Intermediate</td>
<td>500 – 600</td>
<td>3 – 4</td>
<td>425 – 475</td>
<td>113 – 150</td>
</tr>
<tr>
<td>Elementary</td>
<td>300 – 500</td>
<td>N/A</td>
<td>300 – 425</td>
<td>40 – 113</td>
</tr>
</tbody>
</table>
All Students must read this document carefully before signing the student agreement

<table>
<thead>
<tr>
<th>REFUND POLICY</th>
<th>TRANSFERS</th>
</tr>
</thead>
</table>
| 1. All requests for cancellations, transfers and refunds must be made in writing and require the presentation of relevant supporting documentation. | **Transfer to another educational institution**
| 2. Upon approval the application will be refunded in accordance with the ESOS regulations. | 1. Under Student Visa Regulations it is not possible to transfer to another education institution for the duration of any preliminary course and/or the first six months of the principal course, except where:
| 3. No refunds will be given to students who are expelled for unacceptable behaviour or non-compliance with visa conditions. | 1.1 The college has ceased to be registered or the course in which the student is enrolled has ceased to be registered.
| 4. If, after the full payment of fees a student withdraws an application the following will apply: | 1.2 A written letter of release has been provided by the College.
| 4.1 If written notice is received by BC for more than 28 days before the commencing of the course a cancellation fee of 15% will be deducted from the fees received. | 1.3 A sanction has been imposed on the College’s registration by the Queensland or Australian Government that prevents the student from continuing the principal course.
| 4.2 If written notice is received by BC up to 28 days, but more than 14 days prior to the course commencing a cancellation fee of 20% will be deducted from fees received. | 1.3 Any government sponsor of the student considers the change to be in the student’s best interest and has provided written support for that change.
| 4.3 If a student withdraws within 14 days of the commencement of the course, no refund will be made. | 2. Requests for transfer must be made to the Administration Office in writing and be accompanied by a letter of offer from the receiving institution. Evidence of exceptional and/or extenuating circumstances is also required.
| 4.4 No refund will be made for that portion of the tuition fee that is payable as counselling fees to the students appointed agent. | 3. If approved, any money transferred will be in accordance with BC’s Refund Policy.
| 5. If the visa is refused by the Australian Authority an administration fee will be deducted and a refund of the tuition fee will be given. | **Transfer to another course at BC**
| 6. If the College cannot deliver the course then we will refund your full tuition fee (including your enrolment fee). | 1. All applications to transfer to another course at BC should be made on the ‘Request for Internal Transfer’ form available at the Administration Office in consultation with the relevant teaching departments.
| 7. The registered provider’s dispute resolution processes do not circumscribe the student’s right to pursue other legal remedies. | 2. Where a transfer is granted students must pay an administration fee of AUS100 plus any additional tuition fees applicable to the new course before starting the new course.
| 8. This agreement does not remove the right to take action under Australia’s consumer protection laws. | **ACCOMMODATION AND AIRPORT TRANSFER FEE REFUND POLICY**
| 9. BC may provide student information, including enrolment details, visa-related information, academic performance and attendance records, to Australian Commonwealth and State agencies and to the managers of the ESOS Assurance Fund. | 1. If the student’s application for enrolment or visa is denied, a full refund is given.
| 10. In the case of a student returning home any refund will only be made after the student ID card is returned and immigration notified. | 2. Except for in the above instance, the Accommodation Placement and Airport transfer fees are non-refundable.

**ATTENDANCE OBLIGATIONS**

Students studying courses in Australia on a student visa are required by law to attend 80% of all classes. It is mandatory to attend 20 hours of lessons per week. BC is under obligation to report to the Department of Immigration and Citizenship if this requirement is not met.

**ACCOMMODATION FEES**

| Placement Fees: | $100 |
| Home-stay (at least 4 wks): | $210 per wk |
| Additional Nights: | $30 per night |

*Includes all meals throughout your stay*
# Brisbane College of Australia

## Application Form

### PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Name</td>
<td>________________________________</td>
</tr>
<tr>
<td>Given Name/s</td>
<td>________________________________</td>
</tr>
<tr>
<td>Date of Birth (d/m/y)</td>
<td><strong><strong><strong>/</strong>__/</strong></strong></td>
</tr>
<tr>
<td>Sex:</td>
<td>F ☐</td>
</tr>
<tr>
<td>Nationality</td>
<td>________________________________</td>
</tr>
<tr>
<td>Language</td>
<td>________________________________</td>
</tr>
<tr>
<td>Passport Number</td>
<td>________________________________</td>
</tr>
<tr>
<td>Home Address</td>
<td>________________________________</td>
</tr>
<tr>
<td>Current Address</td>
<td>____________________________________</td>
</tr>
<tr>
<td>Current Address</td>
<td>____________________________________</td>
</tr>
</tbody>
</table>

Note: You must notify BC of a change in address while enrolled in a course.

### AIRPORT TRANSFER FEES

Transfer from airport to accommodation AU$100

Do you require Airport Transfer service?

- On Arrival? Yes ☐ No ☐
- On Departure? Yes ☐ No ☐

Please provide your arrival/departure details, if known,

- Arrival Date: _______________
- Time: _______________
- Flight Number: ____________
- Airport: _______________
- Departure Date: ____________
- Time: _______________
- Flight Number: ____________
- Airport: _______________

### VISA STATUS IN AUSTRALIA

- Working Holiday ☐
- Visitor ☐
- Student ☐
- Other (specify) ☐

### HEALTH INSURANCE

Do you require OSHC? Single ☐ Family ☐ No ☐

Student Visa Students must have Overseas Student Health Cover (OSHC).

### ACCOMMODATION

BC accommodation placement fee AU$ 100

- I prefer BCE home-stay for ______ weeks
- I will make my own living arrangements.

### STUDENT’S ENGLISH LEVEL

- Elementary ☐
- Pre–Intermediate ☐
- Intermediate ☐
- Upper Intermediate ☐
- Pre–Advanced ☐
- Advanced ☐

(Your level will be officially assessed when you enter school)

### Program Selection

#### English Programs

- General English* ☐
- IELTS Preparation* ☐
- Business English* ☐
- FCE* ☐
- CAE* ☐

#### Certificate Programs

Please write the name of the course you are applying for

#### Diploma Programs

Please write the name of the course you are applying for

Note: Please attach a passport copy for enrolment into any course. If enrolling in a certificate or diploma course please attach English test results and certified copies of your highest level of education.

### Recognition Of Prior Learning

- I wish to apply for recognition of prior learning

Course Start Date: ____/____/____

Weeks: ____

### AGREEMENT

I certify that the information provided on this form, including attachments is true and correct. I agree to the terms and conditions of enrolment and transfer and have read and understood the refund policy as set out overleaf.

### UNDER 18 APPLICANTS

Will you be accompanied by a guardian? Yes ☐ No ☐

If no, College Guardian fee is $750.00

If the student is under the age of 18, a parent or guardian’s signature is required:

Signature: ______ Date: ____/____/____

### AGENT DETAILS

Please complete this section if your application is being submitted by an approved education agent.

Name of Consultant: ________________________

Business Name of Agent: ________________________

Where to send your Application

Brisbane College of Australia

PO Box 10704 Adelaide Street

Brisbane, QLD, Australia 4000

Fax: +617-3221-0002

Email: study@bc.edu.au